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Maintenance

WEAPONS STORAGE FACILITY



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(MSgt Terry D. Fleetwood)
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Certified by: 305 RQS/LG
(Capt Keith T. Belhumeur)
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This instruction implements AFRPD 21-2 and references are contained in AFIs 10-801, 21-201, 31-201, 31-207, 31-209, and 36-2225; AFMAN 91-201; AFCAT 21-209; TOs 11W1-12-8-61 and 00-20-5; applicable supplements; and, 305 RQSI 21-201 and 91-203. It establishes procedures and controls for the operation of the 305 RQS Weapons Storage Facility (WSF) and armory to include: weapons and munitions storage, accountability, issuing, inventory and security, alarm system functional and periodic checks, control of facility and keys, and visitors to the facility. Weapons and ammunition will be transported, handled, safeguarded, and stored according to this instruction, AFIs 31-207 and 31-209; AFMAN 91-201; TO 11A-1-33; and, 305 RQSI 21-201 and 91-203. It applies to 305 RQS personnel, assigned or attached, having access to the WSF armory, located in Building 1632.

SUMMARY OF REVISIONS

This revision updated references, titles, and fire extinguisher types. Deleted repetitive higher headquarters guidance to include equipment requirements, physical protection and alarm procedures, and emergency procedures. Added responsibility for security and control. Updated daily armory operation and clarified weapons issuing procedures. A * indicates revisions from previous edition.

1. Responsibilities :

- 1.1. The resource protection manager and unit security manager are responsible for ensuring compliance with procedures set forth in this instruction and other applicable directives.
- 1.2. All personnel involved in any manner with weapon issue or turn-in will report any safety or security violations immediately to the unit safety office, unit security manager, and the 355th Security Forces Squadron (SFS) in turn.

1.3. The 305 RQS Commander (CC), or designated representative, will publish the Entry Authority List (EAL). Only those 305 RQS personnel on the EAL will have direct access and escort authority to the 305 RQS WSF and Armory.

1.3.1. Personnel requesting entry will be challenged and required to present valid identification [DD Form 2 (RES), **Armed Forces of the United States Identification Card**] for verification.

1.3.2. Personnel NOT on the EAL who have a need to enter the WSF will be escorted by an authorized escort and logged in on the AF Form 1109, **Visitor Register Log**.

1.4. All assigned armament flight personnel, armory monitors, and armorers will be responsible to know and comply with the provisions of this instruction.

1.5. All personnel are responsible for the security and control of weapons and ammunition in their possession. Weapons and ammunition will be guarded at all times when removed from approved storage facilities.

2. Personnel Limits. Access to the WSF shall be limited to those authorized access and others that have a genuine need to enter. This includes personnel limits currently posted on the explosive license. Reference 305 RQSI 91-203, paragraph 3.

3. Safety Precautions. Safety is paramount at all times and adherence to proper safety precautions and procedures must be strictly followed. All authorized personnel performing duties in the facility will be trained and briefed by the NCOIC. The following safety precautions are mandatory.

3.1. Fire drills will be held at intervals not to exceed 6 months, with records maintained. Notify safety office no less than 24 hours prior to the drill.

3.2. Smoking in the WSF is not allowed.

3.3. Individuals drawing weapons or ammunition from the armory will not smoke during issue or turn-in.

3.4. Two operable fire extinguishers (Type 4A/60/B/C) will be maintained within the armory at all times.

3.5. Munitions storage areas within the armory will be free from debris at all times. Nothing will be placed on top of munitions containers.

3.6. Munitions will be separated by type and class.

4. Entry and Exit Procedures. Only those individuals designated in writing on the EAL will be permitted unescorted entry into the WSF.

4.1. Entering Secured Facility:

4.1.1. Prior to accessing the WSF, telephone the 355 Security Forces Control Center (SFCC), extensions 8-3517 or 8-3200, and properly authenticate using authentication matrix. Record date, time, initiated by, and received by on AF Form 2530, **Alarm System Test Record**.

4.1.2. The SFCC will use the current authorization memorandum to verify the identity of any individual requiring entry into the WSF.

4.2. Entering and Manning the Weapons Storage Facility. It is the responsibility of the senior ranking NCO, Controlled Area Monitor, to control access and monitor the WSF when it is accessed.

4.2.1. A minimum of one armed individual will be present and on duty any time the facility is accessed and will remain until the facility is properly secured.

4.2.2. Personnel not listed on the EAL will be identified by DD Form 2 (RES) and must have a valid need to enter the facility before access will be granted. Those persons must be escorted by an individual listed on the EAL. The AF Form 1109 will be utilized by anyone requiring escort to the facility. Any suspicious individuals observed or contacted will be reported to Crime Stop, extension 8-4444.

4.3. Securing the Weapons Storage Facility. At the close of business each day, the controlled area monitors must conduct a facilities check to ensure resource protection requirements are met.

4.3.1. Standard Form (SF) 701, **Activity Security Checklist**, will be accomplished, to include all "end-of-day" security checks of the WSF (controlled area). Reference AFI 31-209, as supplemented.

4.3.2. Contact the SFCC and notify them the WSF is going secure. Authenticate and record activity, as per paragraph 4.1.1. Upon proper authentication, evacuate the WSF of all personnel. Visually double-check area, activate the joint-services interior intrusion detection system (J-SIIDS), and exit the facility. Secure access door to the WSF. The controlled area monitor will verify with SFCC the J-SIIDS activated properly.

4.4. Alarmed Facility Access Authorization Memorandum. The alarm facility access authorization memorandum is required to be updated semiannually and will be taken to the 355 SFS Resource Protection (SPOP). Access codes will be picked up by an individual listed in the authorization memorandum.

5. Armory Area Procedures (Room 1):

5.1. Security. The armory door will be kept locked at all times when personnel are not performing duties inside.

5.2. Armorers will:

5.2.1. Physically inventory all assets immediately upon accessing armory.

5.2.2. Comply with all provisions contained in this instruction.

5.2.3. Maintain the armory in inspection order at all times.

5.2.4. Ensure all required correspondence, records, and charts are properly maintained and current.

5.2.5. Ensure all firearms, ammunition, and equipment are clean, serviceable, and ready to use at all times. Exception authorized for equipment awaiting parts.

6. Daily Operation of Armory:

6.1. A physical inventory of all weapons, ammunition, and equipment will be conducted at the beginning of each shift the armory requires to be accessed or secured, and any time the chain of custody is

broken or changed. The date, time, and signature of the armorer will be annotated on AF Form 1473, **Gun and Equipment Room Inventory**.

6.2. Firearms and ammunition stored in sealed containers equipped with a seal may be inventoried by container in lieu of a physical count of each weapon and round of ammunition. When this method is used, the armorer conducting the inventory will physically check each container to ensure the seal is intact and has not been tampered with. The armorer can then accept the number of weapons and rounds of ammunition listed on the containers as being accounted for. Sealed firearms and munitions containers will be physically inventoried and resealed quarterly. Temporary storage such as TDY weapons being stored will be verified upon custody and again when transferring custody back to the unit prior to departure.

6.3. All items listed on the AF Form 1473 will be inventoried either by physical count or by AF Form 629, **Small Arms Hand Receipt**, or AF Form 1297, **Temporary Issue Receipt**.

6.3.1. In the event that an item on the AF Form 1473 cannot be accounted for, the armorer will:

6.3.1.1. Immediately reinventory that item (if not found, continue).

6.3.1.2. Notify the NCOIC of the armory of the incident.

6.3.2. If a weapon or ammunition is lost or stolen, the following procedures will be implemented. The armorer, upon discovery of a lost or stolen weapon or ammunition, will:

6.3.2.1. Detain the individual involved in the theft or loss until he or she is released by a competent authority.

6.3.2.2. Notify the NCOIC of the armory of the incident.

6.3.2.3. Notify the SFCC.

6.3.2.4. The NCOIC of the armory will immediately notify the 305 RQS Deputy Commander for Maintenance (LG), Unit Security Manager (SCB), Commander, and the 355 SFS Resource Protection Section.

6.4. Any time weapons, ammunition, or equipment are turned-in or issued, the armorer will annotate the AF Form 1473 to reflect the change.

7. Weapon Cleanliness and Maintenance Procedures:

7.1. Weapons will be cleaned by the user. All weapons will be cleaned when necessary. All unassembled weapons will be inspected by the armorers every 5 days or upon periodic access. **NOTE:** Aircraft weapons are cleaned and serviced by weapons shop personnel.

7.2. All weapons being turned-in will be inspected by the armorer, if found dirty the weapon will be returned to the user for additional cleaning.

8. Weapon Storage, Issue, and Turn-In:

8.1. Procedures. 305 RQS weapons and ammunition will only be issued as directed by 305 RQS/CC.

8.1.1. For training or peacetime (non-emergency) operations, the 305 RQS Deputy Commander for Operations (DO) and LG will prepare a memorandum for the CC's signature. The memorandum will include dates of issue, names of individuals who will be issued weapons and ammunition by types and quantities, and the reason for issuing the weapons and ammunition (i.e., Operational

Readiness Inspection (ORI) training preparation, weapons and ammunition handling confidence training, aircrew survival/escape and evasion training, exercise participation, ORI, etc.).

8.1.2. With approval from the CC, trained personnel will draw weapons and ammunition (only the types and quantities specified in the memorandum) from the storage facility and transport to the designated weapons and ammunition issue point for issuing or turn-in. Exception: If directed, trained personnel will issue weapons and ammunition from the storage facility. **NOTE:** Weapons and ammunition will be stored in approved storage facilities.

8.1.2.1. Weapons and ammunition issue and turn-in will be conducted by trained personnel at a weapons issuing facility or from a designated location.

8.1.2.2. Issue and turn-in will be conducted according to the instructions posted at the issuing and turning-in point or facility (see AFI 31-207). Weapons and ammunition will be signed for on AF Form 1297. Weapons will only be issued to individuals qualified for the type of weapon being issued. The individual issuing the weapons will verify qualifications by examining approved documents which indicate qualifications certified by a Combat Arms and Training Instructor, i.e., AF Form 522, **USAF Ground Weapons Training Data**, or computer-generated document.

8.1.2.2.1. When crew members prepare to depart this station, each member will complete AF Form 1297 in duplicate and include their name, rank, and duty phone. The armorer will fill in the serial number, the butt number, and the type of weapon. The armorer will retain one copy of the AF Form 1297 and give the other copy to the crew member.

8.1.2.2.2. When crew members turn-in weapons, the on-duty armorer will compare the AF Form 1297 on file with the crew member's copy to verify the individual's name and information pertaining to weapon and ammunition. If the information is correct, the weapon will then be accepted for turn-in.

8.1.3. Only individuals trained according to paragraph 8.2. of this instruction will be escorted into the storage facilities by the armorer to gain access to weapons and ammunition for issue or turn-in.

8.1.4. Weapons and ammunition will be secured in the storage facility after turn-in.

8.1.5. Ammunition basic loads will be assembled as one kit per aircrew gun box by armament flight personnel and/or armorers.

8.2. Training. Personnel designated by the 305 RQS/LG and DO to issue and turn-in weapons and ammunition will be trained by armament flight personnel. These individuals will, in-turn, train other personnel further designated, as needed. Training certification will be documented on approved forms.

9. Aircrew and Non-Aircrew Standard Weapons Issue and Basic Ammunition Loads. The standard weapons issued and their basic loads for individuals performing as aircrew on scheduled flying missions are listed in AFCAT 21-209. Quantities to be issued will be "standard" unless otherwise designated in the written authorization.

10. Physical Protection and Alarm Procedures. Protection and procedures are contained in AFI 31-209, Base Supplement 1.

11. Weapons Escort Procedures. Weapons escort procedures are contained in AFI 31-209.

KENT D. CLARK, Col, USAFR
Commander